

CONFIDENTIAL

DDP # 1796 77

Approved For Release 2002/01/08 : CIA-RDP83T00573R000600070021-9

DD/A 77-4964

6 September 1977

MEMORANDUM FOR: Director of Data Processing
FROM : [REDACTED] Career Management Officer, DDA
SUBJECT : DDA Personnel Rotation Program (AIUO)
REFERENCE : Memo frm DD/A to DDA Office Directors dtd
15 Nov 76, Same Subj

(AIUO) In accordance with paragraph 2 c of referenced memorandum, it is requested that you forward your 12-month report on [REDACTED] to the Acting Deputy Director for Administration by 1 October 1977.. If you have any questions relative to this matter, please contact the undersigned on extension [REDACTED]

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E2 IMPDET CL BY [REDACTED]

OPR #237/14

DD/A 76-5575

15 NOV 1976

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : DDA Personnel Rotation Program

REFERENCE : DDA Administrative Notice 76-6 dated
27 May 1976

1. Now that the Senior Personnel Rotation Program is under way and most of those chosen for rotation are in their new assignments, I want to establish a reporting system for monitoring the progress of each officer. I intend to use both personal interviews and written reports so that I will have first-hand information from those involved and have a permanent record for future guidance.

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2. The following schedule of interviews and reports will be followed:

a. At the end of the third month in the new assignment both the rotatee and his supervisor separately will be interviewed by me or by the Associate Deputy Director for Administration.

b. At the end of the ninth month similar interviews will take place.

c. At the end of the 12th month a comprehensive report will be prepared by the Office Director


Ticketed for 1 Sep 77 & 1 Sep 78

covering all aspects of the rotatee's performance, his relationship with those with whom he dealt, his progress in the position, and any thoughts on the program as it applies to the rotatee's situation.

d. At the end of the 24th month a report similar to that in Paragraph c above will be provided.

3. This reporting system will be in addition to fitness reports which will continue as scheduled.

4. The Office of the DDA/CMO will schedule interviews based on original reporting dates. If you have any questions about this program, please contact that office.



John F. Flake

cc: ADDA
CMO/DDA

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